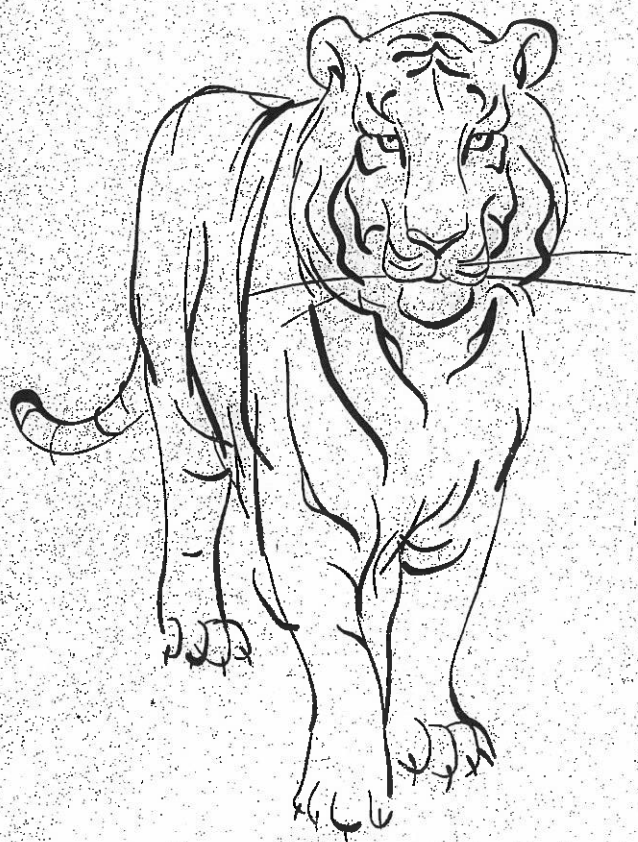


MOSELEY TIGERS



ENROLLMENT

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code." Those requirements are as follows:

1. A child must have attained the age of four on or before September 1 to enroll in the 4-year old Pre Kindergarten class.
2. A child must have attained the age of five on or before September 1 to enroll in the 5-year old Kindergarten class.
3. A first grade child must have attained the age of six on or before September 1.
4. A birth certificate or hospital record must be presented at the time of enrollment in Kindergarten or First Grade.
5. A child entering Moseley School for the first time must present a certification form signed by a physician or an authorized representative of the State Department of Health stating that the child is adequately protected against Whooping Cough, Diphtheria, Tetanus, Rubella (7 day hard measles), Rubella (3 day German measles), and Polio.
6. A survey test will be administered to all Kindergarten and new First grade pupils at the time of their enrollment or within a time limit set by the administrator. Placement of students may be recommended because of test performance and/or teacher recommendations.

PARENTS RIGHT TO KNOW POLICY

At the beginning of each school year, any district that receives funds under NCLB Title I shall notify that parent of each student attending and school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may request and a school shall provide to each parent

- Information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and
- Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

MOSELEY PUBLIC SCHOOL POLICY, TERMS AND CONDITIONS FOR INTERNET USE "USER AGREEMENT"

The following is a legal and binding document. Please read carefully before signing this agreement.

INTRODUCTION

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Moseley Public School will have access to:

- electronic mail communication with people all over the world;
- information and news;
- Public domain and shared, worldwide educational projects.
- discussion groups on a wide scope of topics ranging from diverse cultures to the environment to music to politics; and
- Access to many University Library Catalogs, the Library of Congress, and other resources around the world.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Moseley Public School has taken available precautions to restrict access to controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the Moseley Public School System. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

NOTICE OF LOCATION OF BOARD POLICY

Students, parents, faculty and any member of the community, have the right to ask to view the board policy book of Moseley Public School at anytime. Board policy books are located in the following areas: principal's office, superintendent's office and the library. The administration of Moseley Public School welcomes your input on board policy. You may call 918-505-1000 if you have any questions regarding the Moseley Public School Board of Education policies.

NOTICE TO PARENTS OF ADVANCED PLACEMENT OPPORTUNITY

Moseley Elementary students will be offered the opportunity to advance their grade level through Proficiency Based Promotion assessments. An assessment team will be assigned to any student desiring this opportunity, and will consist of, but will not be limited to, the Principal, school counselor, and homeroom teacher.

Proficiency Based Promotion opportunities will be offered two times during the school year. You will be notified of these dates at least two weeks prior to the actual assessment.

SCHOOL VISITORS

1. Any person who wishes to visit the school, or a pupil, teacher or other personnel assigned to the school shall sign a log sheet and secure a visitor's pass from the office.
2. This pass will be conspicuously displayed during the entire duration of the approved visit.
3. Teachers and staff members will be vigilant in their monitoring of the visitor's registration.
4. All visitors who do not have a visitor's badge will be asked to immediately return to the office.
5. Unless the administration or office personnel know the visitor, proper identification should, with sensitivity and discretion, be insisted upon.
6. The visit will be restricted to the purpose(s) stated, and the persons designated to be contacted.

****Where, because of demeanor or other reason, the administration determines that the presence of the visitor would be detrimental to the physical or mental well being of a particular pupil or the pupils generally, the administration has the power under section 411 of the school law to, and should refuse admission to, the visitor.**

7. The visitor's pass will be returned to the office as they leave the building.
8. *Students are not allowed to bring visitors to the school*

SCHOOL DISMISSAL

1. The Superintendent will make the decision as to whether school will be dismissed because of bad weather after consultation with administrators responsible for transportation services.
2. If it becomes necessary to dismiss school because of bad weather, an announcement will be made via :
CHANNEL 2 TV TULSA
CHANNEL 6 TV TULSA
CHANNEL 8 TV TULSA

Moseley School is equipped with a Two-way communication system and monitors Civil Defense and Emergency Weather stations. If necessary, we also have storm shelter designated areas for safety of our students. If threatening weather persists, bus routes will be delayed for the student's protection.

ARRIVAL AND DISMISSAL

1. **Arrival Time:** The cafeteria will be open accepting students beginning at 7:15 a.m.
2. Teachers are scheduled to arrive at 7:30 a.m.; students may not arrive later than 7:45 as school begins at that time.
3. Breakfast is served in the cafeteria from 9:00 a.m. to 9:20 a.m. for grades 3 through 8.
4. All other grade levels will attend breakfast as a class with their teacher at 8:00.
5. **Dismissal Time:** School will be dismissed at 3:30 p.m. Students riding the bus will report to the buses. Parent pick-up students will report to the sidewalk area on the south side of the office main entrance taking their place in the continuously moving pick-up lane. (If you will be leaving your vehicle to pick up your child, please park in the area adjacent to the pick-up lane or across the street.)
6. Please notify the office before 2:30 p.m. if your child's after school routine is to be different for that day.

TARDY POLICY

- A. A student is considered tardy if he/she is not properly seated in the classroom and ready to begin when the bell rings.
- B. Tardiness is considered truancy and will be reported to the District Attorney's Office.

WITHDRAWALS

Parents who wish to withdraw their children from school must follow these steps:

1. Inform the office or teacher at least one day prior to leaving.
2. Make sure all school property is returned.
3. Pick up withdrawal slip and report card at the Principal's office.

EARLY DEPARTURE

If it becomes necessary for you to pick up your child before regular school dismissal, go to the office and sign your child out for the desired time. No student will be dismissed from the classroom unless the teacher is notified by the front office. This is a protective measure both for your child and school personnel. DO NOT go directly to the classroom to get your child.

Please remember habitual early check out will be reported as truancy, as continual absence from any section of class can severely effect a students grade.

ATTENDANCE PHILOSOPHY

Punctual, daily attendance in all classes contributes significantly to a student's positive self-esteem, feeling of security, and success in school and in the work of work. The Board of Education recognizes that Oklahoma law requires regular school attendance of a child of school age and that the school is required to accurately record all student absences and the reasons for them to report excessive absences to the proper authorities. While the Board considers regular school attendance essential for success in school, the Board believes the proper communication between schools, parents, and legal authorities in school attendance matters assists students to attend school on a regular basis and to attain the maximum benefit from classroom education.

CLASS ATTENDANCE

- A. If a student is absent without valid excuse for four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, he/she will be considered truant and will be reported to the District Attorney's office.
- B. Approved school activity absences shall be excused absences.
- C. It is the responsibility of the parent/guardian to notify the school if a student is going to be absent and the reason why. A phone call must be received by 10:00 a.m. on the day of the absence. If a parent/guardian cannot contact the school due to an emergency, contact should be made the following day before 10:00 a.m. Calls from parent/guardians concerning the absence of a student will only be accepted as justification for the absence to be considered as excused in limited circumstances and at the sole discretion of the school.

In the event that contact cannot be made by phone, the parent/guardian may send a note regarding the absence with the student the following day. All notes from parents/guardians must be received in the office by 10:00 a.m. the day the student returns to school. Notes from parent/guardian concerning the absence of a student will only be accepted as justification for the absence to be considered as excused in limited

- D. Circumstances and the sole discretion of the school. The school will only accept notes from parent/guardians who do not have a phone, nor access to a phone. Only a parent/guardian can attempt to excuse a student from school. Notes from friends, siblings, or other relatives will not be accepted.
- E. Excused absences will typically be granted for the following reasons:
- a. Illness of a student.
 - b. Medical/dental appointments for the student.
 - c. Legal matters/court appearances requiring a student's attendance.
 - d. Observance of religious holidays.
 - e. Death and funeral in the immediate family, (not to exceed three (3) school days. Provided, however, if a student is sent.
 - f. If a student is sent home from school with lice, not more than the next two (2) calendar days may be considered excused absences for that reason.
- F. The school reserves the right to grant or withhold excused absences, as it deems necessary due to extenuating circumstances. Provided, however, once a student has four (4) illnesses related excused absences in a semester, the school may in its sole discretion require a doctor's note for any further illness related absence to be considered excused.
- G. Once a student arrives at school, he/she may not leave prior to the end of the school day without permission from the school.
- H. A student may be released from school, through the office, if:
- a. The student's parent/guardian calls the school office, or
 - b. The student's parent/guardian comes to the office to check the student out of school.
- I. Students who leave school without following the proper procedure are considered truant.

MAKE-UP WORK

- A. It is the sole responsibility of each student to arrange to complete all work missed due to an absence.
- B. **Excused Absences:** Student will be allowed to receive credit for work missed due to an excused absence if the work is completed within the amount of time missed plus two days.
- C. **Unexcused Absences:** Students will not receive credit for work missed due to an unexcused absence.
- D. **Activity Absences:** Students who will not be attending class due to an approved school activity must notify each teacher prior to the absence in order to arrange for completing all work that is going to be missed.

REPORT CARDS

Moseley School will follow state policies pertaining to the no-pass, no-play regulations required to participate in extra curricular activities.

Students are given assignments and are usually given some time to work on them in class. If they do not finish, they may take them home to complete for the next day if arrangements are made with the teacher.

Progress reports will be sent home every four weeks for students averaging below 60% unless otherwise requested by the parent.

Helpful points for concerned parents:

- a. **HELP YOUR CHILD BY SEEING THAT HE/SHE DOES HIS OR HER HOMEWORK AND RETURNS IT BACK TO SCHOOL.**
- b. **HELP YOUR CHILD BY SEEING THAT HE/SHE BRINGS ALL THE SUPPLIES THAT THEY NEED FOR EACH DAY.**

TEXTBOOKS

Textbooks, lost or damaged, must be replaced. Students will be expected to pay for these texts. Cost of textbooks will be prorated on a five-year life span.

CONFERENCES

Please arrange in advance for conferences. Time will be set up when the teacher is not on duty, at recess, or in the classroom.

TESTING

Our school is currently using an achievement-testing program to evaluate the student body. The testing points out various strengths and weaknesses a student might have. In an effort to better educate our students, we are using the test information and teacher's suggestions to provide appropriate settings and materials for the child. Parents will be notified by the school when test dates are set. As an interested parent, you should make a "special effort" to see that your child is prepared and properly rested during the test week.

PROMOTION AND RETENTION POLICY

In accordance with the policy of the Board of Education, the following criteria for the selection of students to be retained in their current grade will be used in this school district. Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades Kindergarten through Eight must achieve a grade average of 60% or higher in at least three (3) major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading and social studies.

In the elementary and middle schools, a placement committee consisting of the superintendent, counselor and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or the placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board. REFERENCE: O.S. 70 24-114.1.

A parent must be made aware of the possibility of the student's retention. The school staff will make every effort to help the student improve his academic standing.

Moseley School will follow state policies pertaining to the no pass, no play regulations required to participate in the extra curricular activities.

TELEPHONE

Because of the number of students enrolled, some limitations must be placed on the use of the school telephone.

1. Students must have permission from office personnel to use the school telephone. Students will not be allowed to use the school telephone without a telephone pass from their teacher.
2. Outgoing calls are to be made only in case of emergency. Students will be asked the nature of the call before permission is granted.
3. The principal will define emergency. If it is determined, the call is of a social nature (permission to visit another student, ride a different bus, etc.) permission will not be given.
4. Students will be called to the telephone in cases of emergency only. (We discourage parents calling their children at school and asking office personnel to deliver messages, unless it is an emergency).

DRUGS

In recognition of the school's obligation to our students and community, we stand ready to assist in dealing with drug related problems. Any student found possessing, using or under the influence of drugs, or possessing drug paraphernalia, will be suspended for the current semester and possibly the next semester. Authorities will also be notified.

WEAPONS

Any object that could be used to injure another person may be defined as a weapon. The administration has the right to determine what might be a weapon. Weapons such as knives or other sharp objects are not allowed on campus.

TOBACCO

Smoking and/or possession or use of other forms of tobacco (Skool, Copenhagen, etc.) will not be permitted in the school or on school grounds at any time. If a student has possession of any form of tobacco, it will be confiscated. At Moseley School, we encourage students to abstain from the expensive and injurious habit of smoking or chewing.

ALCOHOL/NARCOTICS

USE OR POSSESSION OF ALCOHOL OR NARCOTICS ON SCHOOL PROPERTY OR AT SCHOOL EVENTS.

Moseley School will, to the full extent of its legal powers, attempt to insure the control of the use of alcohol or narcotics on school properties and at school events. The possession or use of beer, alcoholic beverages or narcotics of any description on the school premises, school buses, or at any school-sponsored activity will be grounds for immediate suspension or expulsion from school. Law enforcement agencies and the District Attorney's Office will be notified.

MEDICINE

Only prescription medicine, properly labeled, will be administered at school. Any school personnel will not administer aspirins, cough syrup, or other over-the-counter drugs. Any such drugs will be taken from students if the student does not have a note from a parent describing the medicine, dosage, and permission to self-administer. The school counselor will keep these medications during school hours.

HEAD LICE

Any child afflicted with head lice and/or nits is prohibited from attending Moseley School until they are free from infestation. Any child prohibited from attending school due to head lice and/or an official school representative must check nits before being allowed to re-enter school Section 2601 of Title 63 Oklahoma Statutes.

MEDIA CENTER

The Moseley School administration and faculty believe that the Media Center, in addition to doing its vital work of aiding the education of its youth, should offer to every child the opportunity to have and to use any educational materials that will enrich knowledge and aid in the development of character growth of the student.

The LIBRARY BILL OF RIGHTS of the American Library Association asserts and generates the understanding of American freedoms and helps to inform and develop responsible citizens of our youth.

LOST AND FOUND

All articles found are to be placed in the lost and found boxes. Please check the boxes when you lose something. Many articles are not claimed. Articles not claimed will be given to some charitable organization at the end of each semester.

PARTIES

The classroom teacher and the administration must approve classroom parties.

MONEY

When it is necessary to send money to school, please send correct change, a check, if possible, and in an envelope.

HONOR ROLL

1. Students who receive special services may qualify for the honor roll, but not for Valedictorian/Salutatorian.
2. To qualify for the honor roll no student will be allowed to make a grade lower than a B. The honor roll and Valedictorian/Salutatorian will be determined by the following criteria:

Superintendent's Honor Roll: All A's with one B+ allowed.

Principal's Honor Roll: All A's and B's (no grade below a B allowed)

3. Grade point averages will be used.
4. Semester grades will be used in determining Valedictorian/Salutatorian. In the eighth grade the 3rd nine weeks grade will be used for the last semester's grade. (Due to Valedictorian/Salutatorian being determined prior to graduation.
5. Students entering Moseley School are responsible for providing all grades from the school they previously attended.
6. In the event of a point tie, grade percentage will be carried out to the next place until the tie is broken.

SCHOOL TRIP POLICY

Any student that has a referral (discipline report, notice of concern, etc.) may not be allowed to attend any school trip during the nine-week period that it was issued (or as long as deemed necessary). Disciplinary action will be at the discretion of the administration.

PERSONAL PROPERTY

It is the policy of the school that no item(s) listed below is brought to school. If brought at any time, the item should be placed in the administrator's office for the duration of the school day. The school is not responsible for stolen items of personal property.

STEREO, CASSETTES, ELECTRONIC PAGING DEVICES, CELLULAR PHONE, CD PLAYERS, I-PODS, MP3 PLAYERS, GAME DEVICES, AND ANY OTHER CELLULAR OR ELECTRONIC DEVICE.

ADDITIONAL ITEMS SUCH AS LASER POINTERS, GAMES, TRADING CARDS and any item of personal value.

It is the policy of Moseley School that student not be allowed to possess any electronic communication device while attending classes, on school grounds, or at school sponsored activities or while visiting other schools. These devices will be confiscated and returned to the parents.

SECURITY-Security on any computer system is high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher, who will in turn notify the systems administrator.

- Do not demonstrate the problem to other users.
- Do not use another user's account without written permission.
- Attempts to login to the Internet as a system administrator will result in cancellation of user privileges.
- Any user identified as a security risk or having a history of problems with other computers systems may be denied access to the Internet.

VANDALISM- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading, downloading or creation of compute viruses.

EXCEPTION OF TERMS AND CONDITIONS

All terms and conditions as stated in this document are applicable to the Moseley School system, in addition to the system administrator. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United State of America.

ACCEPTABLE USE- The use of your access must be in support of education and research and consistent with the education and research and consistent with the educational objectives of the Moseley Public School system. Use of other organization's network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited.

PRIVILEGES-The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will be part of the discussion with a Moseley School faculty member pertaining to the proper use of the network. The system administrator will deem what is inappropriate use and his/her decision is final. Moseley School may request the system administrator deny revoke or suspend specific user accounts.

NETIQUETTE-You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to following:

- Be polite. Your messages should not be abusive to others.
- Use appropriate language. Do not swear or use vulgarities.
- Do not reveal your personal address or phone number.
- Do not reveal the personal address or phone of other students.
- Illegal activities are strictly forbidden.
- Note that electronic mail (e-mail) is not guaranteed to be private.
- People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network other users.
- All communications and information accessible via the network should be assumed to be private property.

WARRANTIES-The Moseley School system make no warranties of any kind, whether expressed or implied for the service it is providing.

MOSELEY PUBLIC SCHOOL

User Agreement and Parent/Guardian Permission Form

Student's Full Name (please print) _____

Grade _____

Address _____

Phone (918) _____

As a user of the Moseley School computer network, I hereby agree to comply with the attached stated Policies, Terms and Conditions for Internet access communicating over the network in a responsible fashion while honoring all relevant laws and restrictions. I understand the violation of these provisions may result in revocation of system access and related privileges and school disciplinary and/or appropriate legal action may be taken.

Student's Signature _____

Date _____

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or legal guardian of the minor student signing above, I have read the Policies, Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and Moseley School has taken available precautions to eliminate controversial materials. However, I also recognize it is impossible for Moseley School to be responsible for materials acquired through the network. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian _____
(Please Print)

Signature _____ Date _____

STUDENT RESPONSIBILITIES AND DISCIPLINE

Dress and Appearance Policy

In developing a dress policy, Moseley School recognizes student appearance is not the sole responsibility of the school. It is a cooperative endeavor between the school, parents and students, with parents and students assuming the larger share of the responsibility.

Dress and appearance must not present a health or safety problem or cause disruption.

- A. BIZARRE, DISTRACTIVE OR DISRUPTIVE FASHION/DRESS, MARKINGS, PIERCINGS, OR TATOOS that may disrupt the school day.
- B. Bare shoulders.
- C. See-through clothing.
- D. Halter tops.
- E. Tops that do not touch the lower garment at all times, thus exposing the midriff skin.
- F. Backless tops or tops with excessively low necklines.
- G. Clothing with writing or pictures which are suggestive or symbolic of drugs, alcohol, tobacco, sex or anything illegal or immoral.
- H. Clothing that allows undergarments to be visible.
- I. Muscles shirts, tank tops.
- J. Hats on campus.
- K. Bare feet.
- L. Baggy jeans.
- M. Any article of clothing or decoration which might be associated with gangs or gang activity; including but not limited to sagging jeans, headbands, coveralls, symbolic graphics worn or displayed on clothing, etc.
- N. Form fitting garments (biker shorts, tights, body suits, etc.) must be covered with a main garment.
- O. Shorts cannot be above the student's fingertips when arms are held at their sides.
- P. No black fingernail polish or black lipstick.
- Q. No body piercing other than the ear lobes may be worn by students. Students will remove the items when requested by school officials.
- R. No facial hair.
- S. No shoes with wheels attached to them.

If clothing is inappropriate, parents will be called and asked to pick up the student or bring a change of clothing. Students who continue to dress inappropriately will be suspended from school according to the school suspension policy.

DISCIPLINE

In the educational process, sometimes it becomes necessary to impose penalties on students for inappropriate behavior that interferes with the educational process. Student suspension cases may be appealed to the suspension committee. The Moseley Board of Education reserves the right to hear or not hear a student appeal.

Students will be disciplined in accordance with Moseley School's Code of Conduct: **"RESPECT THE RIGHTS OF OTHERS"**

- A. Disciplinary action may be taken for any of the following reasons:
1. Disobeying the rules.
 2. Showing disrespect to teacher, pupil or other school person.
 3. Damaging school property.

** Student lockers may be searched by school personnel according to OS 489.

- B. The following are methods by which discipline problems may be handled.
1. Counseling: may involve the classroom teacher, counselor or administrator because of first or infrequent occasions.
 2. Detention: students may be required to make up class time during recess or a school activity.
 3. Ineligibility: permission to participate in extra curricular activities will be denied.
 4. Corporal punishment: This form of punishment is performed in accordance to the Oklahoma School Law. This punishment is at the discretion of the Administrator.
 - a. According to school policy all corporal punishment administered by the teaching faculty will be done before a witness and notification of the administrator.
 - b. On most occasions corporal punishment will be administered by the Principal.
 - c.. An attempt to reach the parent will be made prior to administering a spanking, if parents request.

5. Suspension: a) parents will be notified to pick up their child immediately.
- b) Student may be suspended from school activities, clubs or organizations for a period deemed appropriate by the administrator.

PHYSICAL EDUCATION PARTICIPATION POLICY

1. **Students not participating in gym due to a short-term illness must have a note dated and signed by a parent. This is to be given to the gym teacher.**
2. **Before an injured student will be allowed to resume physical activity, a written release from the doctor or parent must be presented to the gym teacher.**
3. **Students not wishing to participate in competitive athletics will be in a physical education class.**

TRANSPORTATION

Free transportation in district-owned buses is furnished to students who reside within the school district. All buses used by Moseley School meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the student in their care. The driver has absolute authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from bus privileges for disobeying regulations.

Student riders will not be allowed to depart the bus at any other stop other than his/her designated stop, unless a note is presented to the driver signed by the main office. A note or call from the parent is required by the office for permission for any student to ride a different bus than normal, or to exit at other than their designated stop.

BUS RULES

PREVIOUS TO LOADING

1. Be on time at the designated school bus stops.
2. Stay off the road at all times while awaiting the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.

WHILE ON THE BUS

5. Keep hands and head inside the bus at all times after entering the bus.
6. Possession of tobacco in any form is prohibited.
7. Assist in keeping the bus safe and clean at all times.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Treat bus equipment as you would valuable furniture in your own home. The offender must pay for damage to seats, etc.
10. Bus riders should never tamper with the bus or any of its equipment.
11. Leave no books, lunches, or other object in the aisles.
12. Keep books, packages, coats, and all other objects out of the aisles.
13. Help look after the safety and comfort of small children.
14. Do not throw anything out of the bus windows.
15. Bus riders are not permitted to leave their seats while the bus is in motion.

1. Horseplay is not permitted around or on the school bus.
2. Bus riders are expected to be courteous to fellow pupils and the bus driver.
3. Keep quiet when approaching a railroad-crossing stop.
4. In case of a road emergency, children are to remain on the bus.

AFTER LEAVING THE BUS

1. When crossing the road, go at least 10 feet in front of the bus, stop, check the traffic, and watch for the bus driver's signal then cross the road.
2. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stop, except by the proper authorization from the parent and school official.

EXTRA CURRICULAR TRIPS

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of the chaperon appointed by school officials.

WALKERS

1. Parents should advise their children not to accept rides, clothing, gifts, pills, food, drinks, etc. from strangers.
2. It is best if students have a definite route to follow, agreed on by parents and students.
3. Students walking from school are not allowed to leave until buses have left on their routes.
4. Students who walk to school must bring a note from the parent at the beginning of the school year giving the student permission to walk to school.
5. After school, student will report to a designated area and remain there until dismissed.

BICYCLES

Parents should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety requirements.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked upon arriving at school not ridden again until school is dismissed.
4. The school is not responsible for stolen bicycles.
5. Bicycle riders are not permitted to leave before buses in the afternoon.
6. After school, students will report to a designated area and remain there until dismissed.

SCHOOL LUNCHES

1. A hot lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their lunch, but they will be required to eat in the cafeteria.
3. Students should not bring pop in their lunch.
4. All students will be served lunch and breakfast at 3.00 but parents will be required to fill out a lunch application each year.

Lunch Full Price = 3.00
Lunch Reduced = 40¢

Breakfast Full 1.50
Breakfast Reduced = 30¢

STUDENT BEHAVIOR

One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect and self-discipline. It is the school's responsibility as part of the total educational process to assist the student in the development of self-discipline.

STUDENT RESPONSIBILITIES

A. SCHOOL WIDE

- Be in designated areas.
- Follow directions of school personnel.
- No physical aggression and/or fighting.
- No profanity, abusive language, or obscene gestures.
- Obey rules for specified areas.
- No articles, which are hazardous or disruptive to others.
- No candy items brought to school from outside sources. (candy items purchased at school events or through fundraisers are acceptable during particular times and designated areas)
- No items may be sold among students other than organized fund raising items.

1. No toys should be brought to school. The school is not responsible for stolen or broken items.
2. No hard balls or bats will be allowed except in teacher-organized games.
3. Students are not allowed out of the classroom without a hall pass issued by the teacher.
4. No public display of affection (PDA).
5. No body piercing other than ear lobes.

B. CLASSROOM

Each teacher will have a set of classroom rules and an assertive discipline plan. This plan will be:

1. Approved by the Administrator.
2. Sent home to the parents.
3. Posted in the classroom.

C. HALL AND RESTROOMS

1. No running or excessive noise.
2. Do not jump or hit exit signs, tops of doors, ceiling, sidewalk awnings, etc.
3. If you see someone abusing a restroom, please call a teacher.
4. Do not play or climb in the restroom.
5. Do not place inappropriate items in toilets or sinks.

D. PLAYGROUND

1. Play in designated areas only.
2. Play games that are not dangerous.
3. Throw nothing on the playground except authorized playground equipment designed to be thrown.
4. Report strangers on or around the playground to school personnel.

E. CAFETERIA

1. Good manners are important.
2. Speak softly.
3. Be excused before leaving the table.
4. No food or drink is to be taken from the cafeteria.
5. No soda is allowed in the cafeteria.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING AND EVALUATION

The notice is to inform parents of the child identification, location, screening and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally, identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

REFERREL

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities, which may require special and related services, may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll free number (1-800-45-OASIS), also provides statewide information and referrals to local schools and other service providers.

SCREENING

Screening activities may include vision, hearing and health. Other screening activities may include review of records and education history, interviews, observations, in addition, specially developed readiness or education screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

(1) READINESS SCREENING

Personally, identifiable information is collected on all kindergarten students participating in school wide screening to assess readiness prior to entering into first grade. Results of the screening are made available to parents or legal guardians, teachers and school administrators. No child shall be screened for readiness or evaluated without prior notice to the child's parent or legal guardian or who parent or legal guardian has filed written objection with the local school district.

(2) EDUCATIONAL SCREENING

- Educational screening includes accepted procedures for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the Individuals with Disabilities Act (IDEA). Each school district in the State provides educational screening. No child shall be educationally screened without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.
- Educational screening is implemented for all first grade students each school year.
- Second through eighth grade, students shall be screened as needed upon request of the parent, legal guardian or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within six months from the date of such entry.

EVALUATION

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means a procedure used selectively with an individual child and does not include basic tests administered or procedures used with all children in school, grade or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

***RIGHTS OF PARENTS AND CHILDREN
REGARDING PERSONALLY IDENTIFIABLE
INFORMATION IN ACCORDANCE WITH
FERPA:***

1. To inspect the students educational records.
2. To request the amendment of education records to ensure that they are not inaccurate, misleading or in violation of the student's privacy or other rights.
3. To consent to disclose education records, except where consent is not required to authorize disclosure;
4. To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, DC 20202, concerning the alleged violations of the requirements of FERPA (34CFR 99.1-99.67); and
5. To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

MOORE COUNTY BOARD OF EDUCATION STATEMENT

The Moore County Board of Education and Superintendent will strive to make every day a day of learning for every student. In the future, we will have the maximum opportunity for every student to learn. The Moore County Board of Education will ensure that every student has the opportunity for a quality education by providing a staff of highly qualified and professional educators and staff who will strive to meet the needs of every student. The Moore County Board of Education will ensure that every student has the opportunity for a quality education by providing a staff of highly qualified and professional educators and staff who will strive to meet the needs of every student. The Moore County Board of Education will ensure that every student has the opportunity for a quality education by providing a staff of highly qualified and professional educators and staff who will strive to meet the needs of every student. The Moore County Board of Education will ensure that every student has the opportunity for a quality education by providing a staff of highly qualified and professional educators and staff who will strive to meet the needs of every student.

MOORE COUNTY BOARD OF EDUCATION

The Moore County Board of Education is committed to providing a high quality education for every student. We will ensure that every student has the opportunity for a quality education by providing a staff of highly qualified and professional educators and staff who will strive to meet the needs of every student.

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MOSELEY SCHOOL MISSION STATEMENT

The Moseley School Board and Superintendent will strive to make everyday successful for every teacher so that each child will have the maximum opportunity possible to learn. The Moseley School District will prepare students for the opportunity of a quality education by providing a staff of caring, dedicated, professional teachers and staff who will strive to teach children within a well-maintained, exciting, safe and orderly environment to facilitate educational activities. The total school program will be experiences including subject matter and skill utilized and interpreted by the school to advance the goals of education and insure education for all children. The school program will facilitate the cooperative involvement of students, educators, parents and community.

In addition to being concerned with the accumulation of knowledge, development of skills, and the improvement of understanding, the educational program will also focus on the development of attitudes, ideals and appreciation. It will provide opportunities for students to develop abilities and interests essential for functioning in a democratic society.

MOSELEY SCHOOL PLEDGE

I believe I can achieve.
I believe that if I work hard I will succeed.
Therefore, I will work hard each day to do my best.
I can learn-I will learn. I believe I can be a good student.

CIVIL RIGHTS STATEMENT

It is the policy of Moseley School to provide equal opportunities without regard to race, color, national origin, sex, age or qualified handicaps in its educational programs and activities.

HIGHLY QUALIFIED TEACHER PROVISIONS

All professional education staff teaching at Moseley School meets the highly qualified requirement of the No Child Left Behind Act.

PUBLIC NOTICE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Moseley School district has developed policies and procedure designed to meet the provisions of the Family Education Rights and Privacy Act (FERPA). The Moseley School District will provide to parents and eligible students an annual notice of their rights under this policy. These rights are as follows:

- The right of a student's parents and eligible students to inspect and review the student's education records.
- The intent of the Moseley School District to limit the disclosure of information contained in a student's education record except: (1) by the prior written consent of the student's parent or eligible student; (2) as directory information; or, (3) under certain limited circumstances, as permitted by the FERPA.
- The right of a student's parent or an eligible student to seek the correct parts of the student's education record which he or she believes to be inaccurate, misleading or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
- The right of any person to file a complaint with the United States Department of Education, if the Moseley School District violates FERPA.
- Parents and eligible students should come to the Principals office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the School Administrator's Office
- The district assures Child Find procedures will be conducted according to guidelines outlined within the Oklahoma Policies and Procedures for Special Education Manual.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

Dear Parent/Guardian

Moseley Public School would like to offer your child access to our educational computer network. Your child will have access to various software applications, hundreds of database, libraries and computer services from all over the world through Internet and other electronic information systems.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed regulation and agreement form and discuss these requirements together. Inappropriate network use will result in the loss of the privilege to use this educational tool, and, under certain circumstances, can result in disciplinary action.

The district's network will provide access to the Internet. Internet is a system, which links smaller networks creating a large and diverse network. Internet allows your child the opportunity to reach out to many other people to share information, learn concepts and research subject by the sending and receiving of messages using a computer, modem and phone lines.

After reading and discussing the Policy, Terms and Conditions for Internet Use, complete the User Agreement and Parent/Guardian Permission Form. Please return the form to your child's teacher indicating your permission for your child to be granted access to the district's computer network.

APPENDIX

The following table shows the results of the survey conducted in 1985. The data is presented in a tabular format, showing the number of respondents for each category. The categories are listed in the first column, and the number of respondents is listed in the second column. The total number of respondents is 100.

Category	Number of Respondents
Category 1	15
Category 2	25
Category 3	30
Category 4	10
Category 5	10
Category 6	10

ASBESTOS COMPLIANCE

In compliance with the U.S. Environmental Protection Agency and Asbestos Hazard Emergency Response Act, in the fall of 1988 the Moseley School was examined for asbestos, and a management plan was written. The inspection findings and asbestos management plan is on file in the superintendent's Office. The EPA requires us to perform re-inspections of asbestos materials every three years. The results of the re-inspection are also on file in the management plan. Everyone is welcome to view these anytime during school hours.